

<b>TRANSMITTAL SLIP</b>		<b>DATE</b>
<b>TO: Director of Security</b>		
<b>ROOM NO.</b>	<b>6 E ST Hqtrs</b>	
<b>REMARKS:</b>		
<div></div>		
<b>FROM: RCD/OIS/DDA</b>		
<b>ROOM NO.</b>	<b>BUILDING 1105 Ames Bldg.</b>	<b>EXTENSION</b>

*Rem-8*  
January 4, 1984

MEMORANDUM FOR: Executive Director  
Deputy Director for Intelligence  
Deputy Director for Operations  
Deputy Director for Science and Technology  
General Counsel  
Inspector General  
Comptroller

25X1 FROM:

[REDACTED]  
Chief, Regulations Control Division

25X1 SUBJECT:

25X1 Proposed Revisions of [REDACTED] Time and Attendance  
25X1 Reporting, Paragraphs 4 and 5; and [REDACTED] Time  
and Attendance Reporting, Paragraphs 4 and 6  
(Jobs #538 and #539)

FOR YOUR INFORMATION:

25X1 1. These proposed revisions of [REDACTED] were  
initiated by the Office of Finance to update policy and procedures  
for the reporting of information required for the remuneration of  
Agency personnel. Paragraphs 4 of the proposals concern the sub-  
mission of reports necessary for paying employees who are paid every  
four weeks; paragraphs 5 and 6, respectively, of the proposed  
25X1 [REDACTED] versions concern reporting requirements  
25X1 effecting the payment [REDACTED] The  
remainder of the handbooks will be revalidated with a current date  
25X1 and the classification [REDACTED] is changed to CONFIDENTIAL.

2. We plan to send the proposals to the Deputy Director for  
Administration and the Deputy Director for Operations for approval  
on 19 January 1984. Please direct any questions or comments to the  
undersigned before that date.

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Attachments:

- 25X1 A. Concurrence Sheets (OGC)  
B. Proposed Revision of [REDACTED] Paragraphs 4 and 5  
C. Proposed Revision of [REDACTED] Paragraphs 4 and 6

cc: AO/DCI OC  
SSA/DDA OIS/RMD  
D/OIS CMO/DA  
OF OLL  
OP ODP  
OL OMS  
OS OTE

UNCLASSIFIED WHEN SEPARATED  
FROM ATTACHMENTS

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